



# **Electronic Access Conference** **2000 GET CONNECTED**



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## Student Financial Assistance

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## ***Session 21***

# ***Making Queries and Multiple Entry Work for You in Direct Loans (Hands-On)***



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# *Introduction*

- Who will benefit from this session
- Evaluations
- Questions



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# *Agenda*

- Query
- Lists and Reports
- Multiple Entry
- User Database
- Hands-On
- Questions



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# Query



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## *Definition of Queries*

- Utility that lets you define criteria for selecting records from the database
- Logical statements or a predefined set of criteria that describes the desired student population
- Use a query to select or filter data



# *Types of Queries*

- Pre-Defined
  - Can not be deleted
  - Can be modified and saved with new titles
- User Defined
  - Can be deleted and modified



# *Basic Setup*

- Creating a Query
  - Append adds the Field | Operator | Value
    - Prompt at Execution
    - Parameter Query Entry
  - Using Parentheses
    - You can use parentheses to create more complicated queries
    - Save checks for unnecessary parentheses



# *Basic Setup*

- **Modifying a Query**
  - Highlight any line in the query
  - Modify
    - Field / Operator / Value
    - And / Or operands
  - Click on Change to replace the line or
  - Click on Remove to delete



# *Query on Unusual Fields*

- Origination and Actual Disbursement Reject Codes
  - Stored in database using commas
    - Orig Rejects: 16,26,17,11,06
    - Disb Rejects: M,J,27,30
  - Query could be defined one of two ways:
    - Last Name Like Prompt at Execution
    - Actual Disbursement Not Like Null



# *Query on Unusual Fields*

- TRUE / FALSE Fields
  - Enter TRUE or FALSE rather than ‘Y’es or ‘N’o
- Last Name Range
  - The Current Pre-Defined query for last name range is defined as follows:
    - Last Name >= Prompt at Execution AND
    - Last Name <= Prompt at Execution





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# *Lists and Measurement Tool Reports*



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## ***Lists and MT Reports***

- Status of a group of loan records, promissory notes, and disbursements
- Output format is similar for each type of list
- List includes a total of records selected
- Selection Criteria can be used to specify what records appear on the list



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# *Multiple Entry*



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## *Multiple Entry*

- Allows you to quickly update information on a similar group of students
- Update important fields for a group of students
  - manually enter multiple SSN's or import file
  - selection criteria using select records or queries





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# *User Database*



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# *User Database*

- Add your own questions, or user-defined fields to the student record
- EDEExpress stores these fields in the User Data database
- Create up to 255 fields for data specific to your institution





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# *Hands-On Exercise*



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## *Further Assistance*

CPS Customer Service can be reached by:

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Or SFATECH: [sfatech@inet.ed.gov](mailto:sfatech@inet.ed.gov)

We appreciate your feedback and comments.



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# *Questions?*



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